

### **Child and Adult Care Food Program Management Responsibilities for Institutions**

**PURPOSE:** To define the management responsibilities of Child and Adult Care Food Program (CACFP) institutions.

**SCOPE:** All institutions participating in the CACFP.

**DESCRIPTION:** "Institution" means sponsoring organizations, childcare center, outside-school-hours care center or adult day care center having an contract with the Indiana Department of Education (IDOE) to participate in the CACFP. It also includes emergency and homeless shelters and "at-risk" after school care programs.

Upon approval to participate in the CACFP, institutions enter into a contract with the Indiana Department of Education (IDOE). Through this contract, institutions accept final administrative and financial responsibility for management of CACFP operations in their organizations. This agreement makes sponsors accountable and responsible for all critical aspects of program management. Institutions must have an ongoing role in program management in order to retain firm control over CACFP operations.

Some of the most important sponsor management responsibilities include:

1. Preparation and completion of application materials
2. Announcing the media release of the nondiscrimination and free and reduced-price policy statement
3. Determining income eligibility and maintaining Applications for Free and Reduced-Price Meals
4. Official record keeping responsibilities, including meal count and enrollment information, roster maintenance, and maintaining a non-profit food service account
5. Claim completion and submission
6. Distribution of program payments to facilities under its jurisdiction
7. Attendance at IDOE mandatory training sessions
8. Training of administrative and program staff on CACFP duties and responsibilities
9. Monitoring of administrative staff at facilities under its jurisdiction
10. Enforcing corrective action

**Due to the important nature of these functions, institutions may not contract out management responsibilities of the CACFP.**

However, institutions may contract out form specific administrative tasks, such as bookkeeping, data processing, or the services of a nutritionist and claim these

services on their administrative budget. The administrative budget must be submitted to IDOE for approval.

Institutions participating in the CACFP should review the administrative and management processes of the CACFP in their organization to ensure compliance with USDA/IDOE policies. If applicable, sponsors should develop a management plan that identifies all staff responsible for the administration of the CACFP in their organization and their responsibilities.

Source: Indiana Department of Education, Division of School and Community Nutrition Programs, Child and Adult Care Food Program.